

CHAPTER 8**COLLEGIATE MANAGEMENT****SECTION 1****OVERVIEW/ADMINISTRATION**

080101. INTRODUCTION. The Articles included in this chapter provide policy, procedures, and sample documents for use in managing Navy Active Duty and Individual Ready Reserve (IRR) collegiates once enlisted. Each Collegiate **must** be given a copy of Chapter 9 of this manual.

a. NAVCRUITCOM will upload the Collegiate's Orders (with the exception of Nuclear Propulsion candidates) into OTools and next action the NAVCRUITDIST once applicant's enlistment is received.

b. Nuclear Propulsion candidates will receive their collegiate orders at the Navy Reactors NUPOC Interview.

080102. MANAGEMENT OF ACTIVE DUTY COLLEGIATES

a. Purpose. To establish policy and procedures for the management of active duty officer candidates (collegiates) per MILPERSMAN 1050, OPNAVINST 6110.1, and Manual Of The Medical Department, NAVMED P-117.

b. Background. Navy active duty collegiates are individuals who have been selected and enlisted into one of the following programs:

- (1) Baccalaureate Degree Completion Program (BDCP).
- (2) Civil Engineer Corps (CEC) Exceptional Student Program (here after referred to as CEC Collegiate).
- (3) Nuclear Power Officer Candidate (NUPOC).
- (4) Naval Reactors Engineer (NRE).
- (5) Nuclear Power School Instructor (NPI).
- (6) Health Services Collegiate Program (HSCP).

c. These individuals are entitled to all benefits and privileges commensurate with their paygrade and are required to fulfill all obligations of this instruction and their Service Agreement, with the exception of wearing uniforms and adhering to military grooming standards.

d. Active duty collegiates are subject to the Uniform Code of Military Justice and are assigned to the NAVCRUITDIST responsible for the geographic area in which they attend college.

e. Ensure the Annual Certificate of Physical Condition (NAVMED 6120/3) is completed by the collegiate during his/her birth month and reviewed by an Authorized Medical Designated Representative (AMDR) (physician, physician's assistant, nurse practitioner, or Independent Duty Corpsman). Any change in physical condition must be reported to N3M. Failure to disclose an illness or disease may be construed as intent to defraud the Government and may be the basis for dismissal from the program.

080103. MANAGEMENT OF INDIVIDUAL READY RESERVE (IRR) COLLEGIATES

a. Purpose. To establish policy and procedures for the management of Chaplain Students and guidance on all other Inactive Ready Reserve (IRR) collegiate programs.

b. Background. NAVCRUITDISTs are responsible for monitoring Chaplain Students to assist NAVCRUITCOM (N314) in their supervision, and ensuring all other IRR collegiates (HPSP, FAP, NCP, and MSC) are provided appropriate contact information for their NAVMED MPT&E Manager. JAG students will be handled by their appropriate community manager at PERS 416E.

c. The OR will:

(1) Upon commissioning of the IRR collegiate, notify him/her in writing that he/she is now under the official supervision of the appropriate manager listed below:

(a) For MC HPSP - 1975, DC HPSP - 1985, MSC (Optometry) - 1995, Nurse Candidate Program (NCP) - 29002, and Financial Assistant Program (FAP) - 21053 participants:

Commander
Navy Medicine Manpower, Personnel, Training and
Education Command
ATTN: Medical Department Accessions
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

Email Address: OH@med.navy.mil

(b) For JAG Students:

Head, JAG Community Manager
Navy Personnel Command (PERS-4416E)
5720 Integrity Drive
Millington, TN 38055-4416

DSN: 882-4084
Commercial: (901) 874-4084

(2) Direct the IRR collegiate to immediately provide an up-to-date phone number, address and email address to the manager and to notify his/her manager of any changes in personal information while in the program.

(3) Obtain "mother load" report from N314 prior to each school year for all medical IRR collegiate programs. Each NAVCRUITDIST is responsible for the IRR Collegiates attending schools within their area of responsibility (AOR). OPO will encourage ORs to contact the IRR Collegiates monthly (by phone, email, or in person). The OPO or ORs must have documented (on the Collegiate Contact Report NAVCRUIT 1131/39) face-to-face contact with each IRR Collegiate within the NAVCRUITDIST's AOR quarterly.

(4) Without impeding the student's ability to complete required schooling/training, maximize the referral benefit from the IRR collegiate.

(5) At the manager's request, assist him/her in providing information to all IRR collegiates located within the NAVCRUITDIST's territory.

080104. CHAPLAIN STUDENT MANAGEMENT. Navy Chaplain Students are commissioned in the IRR and do not receive financial assistance. They are managed by the Chaplain Candidate Program Officer (CCPO), Chief of Chaplains Office.

a. The Region Chaplains will:

(1) Prior to each new school year, obtain from the Chaplain Corps PM, a written or electronic list of all Chaplain Students in their NAVCRUITREG's AOR. At a minimum, the list must include each participant's name, phone number, address, school attending, and anticipated program completion and/or transfer date.

(2) Ensure all Chaplain Students are contacted quarterly and visits are documented using the Collegiate Contact Report (CCR) (NAVCRUIT 1131/39).

(a) One face-to-face contact with each Chaplain Student per quarter. When geographical separation makes it impractical for the Chaplain student to meet with his/her Region Chaplain, it is permissible to arrange for face-to-face contact with any military designee (RinC, enlisted, or officer recruiter) at the nearest NAVCRUITSTA or NORS by coordinating with the OPO/EPO.

(b) All Chaplain Students will complete and sign a Change of Status Questionnaire (NAVCRUIT 1131/33) during each quarterly face-to-face contact. Should a change of status be indicated on the questionnaire, the Chaplain Student's questionnaire and the CCR will be forwarded with a Collegiate Management Report (CMR) (NAVCRUIT 1131/40) to NAVCRUITCOM (N315) and (N312) via the respective NAVCRUITREG.

(c) Review and document academic status and report any known or anticipated academic degree deficiencies to collegiate management N315 (e.g., course failure, low exam performance, incomplete thesis, or anything which would result in an unacceptable GPA or noncompliance to degree requirements per the specific program service agreement and/or school degree requirements on the part of the collegiate).

Note: Unless otherwise authorized by the respective NAVCRUITCOM Officer Program Director (N312 for Chaplains), students must be enrolled full time and take traditional courses.

(3) Assist the Chaplain Student with either:

(a) his/her preparations to execute PCS orders at the completion of his/her schooling.

(b) proceedings leading up to his/her removal from the program.

(4) Without impeding the student's ability to complete required schooling/training, maximize the referral benefit from the Chaplain Student.

(5) Ensure the Annual Certificate of Physical Condition (NAVMED 6120/3) is completed annually during the Chaplain student's birth month and reviewed by an AMDR. Any change in physical condition must be reported to N3M. Failure to disclose an illness or disease may be construed as intent to defraud the Government and may be the basis for dismissal from the program.

080105. ACTIVE DUTY COLLEGIATE TRANSFER. In many cases, the NAVCRUITDIST tracking the Active Duty Collegiate may be different from the NAVCRUITDIST that recruited the collegiate (for example, a collegiate or student may transfer to another university). In case of transfer, the following will happen:

a. The letter requesting authorization for transfer will be uploaded to OTools by the requesting NAVCRUITDIST and "Next Action" collegiate management.

b. Collegiate management will request endorsement from the gaining NAVCRUITDIST.

c. Gaining NAVCRUITDIST will upload endorsement to OTools within five working days and "Next Action" collegiate management.

d. When transfer has been approved by the appropriate program director, NAVCRUITCOM will issue transfer letter and upload to OTools and notify both NAVCRUITDISTs.

e. The detaching NAVCRUITDIST will ensure that the member's Collegiate Management Record, service and health record are forwarded to the new NAVCRUITDIST.

080106. CHANGE IN PERSONAL/LEGAL/OTHER STATUS. If Collegiates encounter any problems/issues, including medical, physical, academic, personal, family, or legal, they are required to notify the following person immediately:

- a. IRR Collegiates notify their respective manager.
- b. Active Duty Collegiates notify their NAVCRUITDIST. The NAVCRUITDIST CO will evaluate and report circumstances, as well as their recommendations to resolve the problem, to NAVCRUITCOM (N315). Circumstances may warrant that initial notification be made by phone or e-mail with follow-up in writing. NAVCRUITCOM (N315) will take action as appropriate for each case, and will liaise with respective NAVCRUITCOM Director as well as NAVCRUITCOM (00J) or (N3M) as appropriate.
- c. Chaplain Collegiates notify the Chaplain Candidate Program Officer.
- d. JAG Collegiates notify PERS-4416.

080107. ORDERS

- a. Upon completion of degree requirements, active duty collegiates and superseding IRR students will be ordered to the next available ODS, OCS, or Chaplain class.
- b. HPSP students generally may attend ODS following the initial year of Medical or Dental school.
- c. All active duty collegiates will complete a duty preference sheet approximately six months prior to graduation. The NAVCRUITDIST OR will forward it to the appropriate PERS code. Commissioning documents (COMDOCs) will be requested once actual graduation date and a current N3M letter is available. The N3M letter cannot be older than two years at the time of commissioning or a new one must be requested via MEDWAIVE with required documentation. When the COMDOCs are processed at PERS-802, the member is entered into OAIS system and orders for ODS and follow-on tour can be issued.
- d. For Active Duty Collegiates (NUPOC and OCS), NAVCRUITCOM will request that the appropriate authority at Navy Personnel Command (NPC) issue orders at least four weeks prior to the class convening date.

e. For IRR Collegiates, the respective managers will request that the appropriate authority at NPC issue orders at least four weeks prior to the class convening date.

(1) For medical programs, this is NAVMED MTP&E.

(2) For Chaplains, this is CCPO.

(3) For JAG, this is PERS-4416.

f. Problems involving non-receipt of orders or discrepancies in the content of the orders, contact:

(1) Chaplain students contact the CCPO.

(2) HPSP/NCP/FAP students will be directed to NAVMED MPT&E.

(3) HSCP students contact detailers.

(4) JAG students contact PERS-4416.

(5) Active Duty Collegiates (except HSCP) contact NAVCRUITCOM (N315).

080108. REQUIREMENTS PRIOR TO COLLEGIATE TRANSFER TO OCS/ODS

The OPL/OP will:

a. Ensure that the Collegiate is in receipt of the following items prior to departing for OCS/ODS:

(1) Original orders,

(2) Service record (for members going to ODS this will include a DD-214 and current appointment),

(3) Two copies of final transcript, and

(4) Proof of graduation (may be documented on transcript).

b. Mail Collegiate's medical and dental records to OCS or ODS via traceable mail (to protect personally identifying information), including a current physical exam (less than two years old at time of commissioning). Records should be received at the school no less than two days and no more than two weeks

prior to class convening date. Mail records in batches when possible to minimize shipping costs.

c. Ensure the active duty Collegiate's Physical Fitness Assessment (PFA) results, are entered in the Physical Readiness Information Management System (PRIMS) per OPNAVINST 6110.1 prior to transfer.

d. Within 30 days prior to OCS/ODS transfer, verify and document on the CCR that there are no adverse issues outstanding.

080109. URINALYSIS. This Article applies to Active Duty Paid Collegiates only. IRR Collegiates Collegiates (to include Chaplain Students) shall participate in the command urinalysis program.

a. Collegiates in the NUPOC, CEC Collegiate, BDCP, and HSCP programs are active duty members of the command population pool and will participate in the Command Urinalysis Program.

b. Collegiates will receive a briefing regarding the requirement to participate in the Command Urinalysis Program prior to their enlistment into NUPOC, BDCP, CEC Collegiate, or HSCP.

c. Due to the remote location of many Collegiates, with prior liaison with the Enlisted Programs Officer, Chief Recruiter or Zone Supervisor, and to minimize time away from academic responsibilities, it is highly recommended that all Collegiates who do not attend school within the vicinity of the NAVCRUITDIST be placed in enlisted recruiting zones for urinalysis purposes. Thus, once a random urinalysis is announced and a Collegiate's number is randomly selected, the OPO/OR will inform the active duty Collegiate where to go and what time to be there. If a Collegiate can not be tested during the time that the enlisted recruiting zone is tested, they will be tested at the next scheduled command required collegiate activity (i.e., monthly collegiate meeting, semi-annual Command PRT).

d. Collegiates will not receive prior notice of urinalysis testing.

e. All Active Duty Paid Collegiates shall be tested annually at a minimum per OPNAVINST 5350.4.

080110. SERIOUS ILLNESS/DEATH OF AN ACTIVE DUTY COLLEGIATE.

Active duty Collegiates who suffer death or serious injury will be processed per MILPERSMAN 1770, which contains guidance and requirements on casualty reporting, notifications, and assistance. IRR students fall under the cognizance of their respective managers, not NAVCRUITCOM. The following additional direction is provided:

a. When an active duty Collegiate is seriously injured or dies, a Personnel Casualty Report (PCR) must be released within 24 hours in accordance with MILPERSMAN 1770.

b. In the case of serious injury, N3M will be notified per MILPERSMAN 1770.

c. In the case of death, the CO will:

(1) Ensure the Collegiate's Service Record contains only the following original documents:

(a) DD Form 4,

(b) Annexes, and

(c) Service record Page 13s containing the separation entry (Reason-death).

(2) Mark the service record folder appropriately on the outside cover, "DIED" - DEP/DET."

(3) Ensure the Collegiate's Service Record is sent to:

Chief of Naval Personnel (PERS-623)
Casualty Assistance Branch
5720 Integrity Drive
Millington, TN 38055-6230
1-800-368-3202

(4) Prepare and send a letter of condolence to the next of kin per MILPERSMAN 1770.

(5) Contact the appropriate PM to cancel the Collegiate's OCS/ODS reservation.

d. NAVCRUITDIST COs are not precluded from taking additional action that may be appropriate in light of the unique situations of Collegiates (i.e., special community/ campus

relations, nurse candidates at hospitals, etc.). Attendance at memorial and/or funeral services is encouraged on a not-to-interfere basis with the consent of the next of kin.

Note: Generally, IRR Collegiates who die while in Collegiate (DEP/DET) status are not eligible for death entitlements available to members who die while on active duty or while in a duty status. Circumstances surrounding death, (i.e. Navy related incident, "in the line of duty" vice "not in the line of duty", etc.), and administrative milestones, (i.e., authorized SGLI deductions, etc.), will dictate eligibility for specific entitlements. PERS-623 is final authority concerning entitlements.

SECTION 2**COLLEGIATE MANAGEMENT AND REPORTING****080201. COLLEGIATE MANAGEMENT**

a. Active Duty Collegiates are assigned to the NAVCRUITDIST, and as such, will be afforded the same oversight, mentoring, and counseling as any other member of the staff. Chaplain students, while not attached as active duty members to a NAVCRUITDIST, require similar oversight.

b. The officer recruiter or NAVCRUITDIST military designee will:

(1) Document, using the Collegiate Contact Report (CCR) (NAVCRUIT 1131/39), contact with each active duty Collegiate twice per month (electronically, telephonically, or face-to-face). At least one face-to-face contact will be made in any two-month period (bi-monthly). NAVCRUITDISTs are highly encouraged to equally split the NAVCRUITDIST Collegiates into two pools (odd numbered months and even numbered months) for accomplishing the face-to-face requirement.

(2) Review and document academic status and report any known or anticipated academic degree deficiencies to Collegiate Management N315 (e.g., course failure, low exam performance, incomplete thesis, or anything which would result in an unacceptable GPA or noncompliance to degree requirements per the specific program service agreement and/or school degree requirements on the part of the Collegiate).

Note: Unless otherwise authorized by the respective NAVCRUITCOM Officer Program Director (N311, N312, N313, N314), students must be enrolled full time and take traditional courses.

(3) For HSCP internships, review status with Internship Director or Specialty Leader. When Degree Completion Plan (DCP) has been modified, obtain a revised DCP from the active duty Collegiate, signed by the academic advisor, and forward it to NAVCRUITCOM (N315) with endorsement from the NAVCRUITDIST CO/XO early enough to allow appropriate review and approval by NAVCRUITCOM prior to registration for the upcoming semester/quarter.

c. The OPO will:

(1) Maintain all original Collegiate Contact Reports (CCR) (NAVCRUIT 1131/39) and copies of all Collegiate Management Reports (CMR) (NAVCRUIT 1131/40) for all Active Duty Collegiates and Chaplain Students, and NUPOC Collegiate Management Reports (NAVCRUIT 1131/65) for all NUPOCs, in individual folders (standard issue two pocket paper folders). The CCRs, CMRs, Hold Harmless Agreement and Release from Liability Certificates (NAVCRUIT 1100/27) (for those IRR Collegiates volunteering to participate in the PFA program), and respective Collegiate folder will be retained until the Collegiate has graduated OCS/ODS/Chaplain Basic School.

(2) When geographical separation makes it impractical for the active duty Collegiate to meet with his/her OR, it is permissible to arrange for face-to-face contact with any military designee (RinC, enlisted, or officer recruiter) at the nearest NAVCRUITSTA or NORS by coordinating with the OPO/EPO.

080202. COLLEGIATE MANAGEMENT REPORTS (CMR) (REPORT CONTROL SYMBOLS NAVCRUIT 1131-1 and 1131-7)

a. The NAVCRUITDIST CO/XO will sign all Collegiate Management Reports (NAVCRUIT 1131/40) and NUPOC Collegiate Management Reports (NAVCRUIT 1131/65) that contain adverse information. NAVCRUITDIST COs may delegate signature authority to the OPO for reports that contain no adverse information.

b. The OPO will:

(1) Ensure that CMRs are submitted to NAVCRUITCOM (N315) [and, in the case of Chaplain Students (N312)], copy to the respective NAVCRUITREG. The timeframe for CMRs submission will be as discussed below. NAVCRUITCOM (N315) has authority to grant extensions to the requirement on a case-by-case basis should the actions of a university/college preclude the NAVCRUITDIST's compliance with the reporting requirement. All requests for extensions will be made in writing, signed by the NAVCRUITDIST CO/XO, and will be provided prior to the original deadline passing. All adverse CMRs will be sent within 10 working days of receipt via the respective NAVCRUITREG to NAVCRUITCOM (N315), and as appropriate, (N312). CMRs are not required for Collegiates selected during the month submissions are due (i.e. January and June) for that cycle only.

(2) Ensure fall semester transcripts and CMRs are provided to NAVCRUITREG or NAVCRUITCOM (N315) as appropriate no later than 31 January. Spring semester transcripts and CMRs will be provided to NAVCRUITREG or NAVCRUITCOM (N315) as appropriate no later than 30 June. Transcripts accompanying CMRs are not required to be official copies.

(3) For Collegiates on the quarter system, provide transcripts and CMRs to NAVCRUITREG or NAVCRUITCOM (N315), as appropriate, within 45 days of the completed quarter.

(4) For Collegiates who have been in a CO-OP or internship program, provide a statement of satisfactory completion or letter of good standing of the program with the CMR.

(5) Upon the Collegiate's graduation, submit the CMR to NAVCRUITREG or NAVCRUITCOM (N315), as appropriate, along with the Collegiate's final transcript or statement of completion of internship, any licensure requirements and licensure exam score to meet eligibility for superseding per program authorization.

(6) Continue to submit CMRs to NAVCRUITREG and/or NAVCRUITCOM (N315), as appropriate, on all Collegiates until they transfer to OCS/ODS/Chaplain School.

c. All CMRs forwarded to NAVCRUITCOM that contain errors will be rejected back to the respective NAVCRUITDIST, who will forward the corrected CMR to NAVCRUITCOM within 15 days of notification.

080203. ADVERSE COLLEGIATE MANAGEMENT REPORTS

a. The Additional Comments Block of the Collegiate Management Report (NAVCRUIT 1131/40) (Report Control Symbol 1131-1) and NUPOC Collegiate Management Report (NAVCRUIT 1131/65) (Report Control Symbol 1131-7) will contain a summary of the adverse information and the actions and recommendations.

b. Adverse information includes (if applicable):

(1) Failure to comply with the service agreement.

(2) Failure to follow approved Degree Completion Plan, including unapproved course changes, withdrawals, incompletes, major changes, university changes, courses completed at a

different college or university, etc. unless previously approved by the NAVCRUITDIST CO.

(3) Failure to meet program term GPA requirement.

(4) Failure to meet internship requirements.

(5) Failure to meet PFA standards for OCS/ODS. IRR Collegiates (to include Chaplain Students) may voluntarily participate in the PFA program.

(6) Any other personal, medical, or legal issue that may negatively impact the Collegiate's ability to graduate on time per the approved Degree Completion Plan, or would have been required to be reported on the original application, including the SF-86. If an OPO is in doubt whether an issue warrants reporting, the OPO will include it.

c. All adverse Collegiate Management Reports will include (if applicable):

(1) Academic waiver request or disenrollment recommendation signed by the CO or XO for any violation.

(2) Member's signed statement and plan to overcome academic or PFA deficiencies.

(3) Copies of NAVCRUITDIST counseling letters, letters of instruction, and/or warning letters to member for academic or PFA violations.

(4) Any historic documentation that may be of value in evaluating the adverse information, such as previous counseling letters, NAVCRUITDIST or higher echelon warning letters, current letter of good standing, etc.

(5) Other documentation as appropriate for other personal, medical, financial, or legal matters that have not been previously submitted to NAVCRUITCOM (N315).

(6) An updated Degree Completion Plan (DCP) signed by the member's academic advisor. If Collegiate is full time, same major, same graduation date and same school (i.e., course changes only), then the CO can approve the change checklist (NAVCRUIT 1131/66), sign and forward with the DCP (via OTools) to N315 Collegiate Management. If there are any changes to major, graduation date or school, the DCP must be forwarded via

OTools to N315 Collegiate Management, who will forward to PM for approval.

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SECTION 3**ACADEMICS**

080301. COLLEGIATE ACADEMIC RESPONSIBILITIES. The primary military responsibility of all Collegiates is to comply with the academic requirements of their service agreement. All active Collegiates will:

- a. Maintain the GPA required by their program.
- b. Submit transcripts to their respective NAVCRUITDIST within 30 days of completion of the quarter/semester.
- c. Comply with their Degree Completion Plan as approved at time of entry.
- d. Request extensions in graduation date, changes in degree, major, Degree Completion Plan (implying any class changes other than non-specified electives), or university prior to effecting such changes.

Note: Unless otherwise authorized by the respective NAVCRUITCOM Officer Program Director (N311, N312, N313, N314), students must be enrolled full time and take traditional courses.

080302. NAVCRUITDIST RESPONSIBILITIES

a. By maintaining close and frequent face-to-face contact with each active duty Collegiate every sixty days, NAVCRUITDISTs should be able to detect individuals who are developing academic problems and take prompt corrective action.

b. Corrective action will include:

(1) Active Duty Collegiates counseling, both informally and formally, by the NAVCRUITDIST.

(2) Recommendations for improvement, such as tutoring, reduction in extracurricular activities, study plans, etc.

(3) Formal Letters of Instruction or Warning with specific action items and follow-up by the NAVCRUITDIST.

c. The NAVCRUITDIST CO is authorized to approve changes to the Degree Completion Plan using the Change Checklist (NAVCRUIT 1131/66), except as follows:

(1) Changes in major (including adding or removing a double major), school, or graduation date require NAVCRUITCOM (N311, N312, N313, or N314) approval as appropriate.

(2) Changes to carry less than a full academic load require NAVCRUITCOM (N311, N312, N313 or N314) approval as appropriate.

(3) For Nuclear Officer Collegiates, all coursework should be taken within the United States, and the Degree Completion Plan must be forwarded to NAVCRUITCOM (N313) for approval.

d. The latest Degree Completion Plan will be forwarded with each CMR.

080303. ACADEMIC DISENROLLMENT

a. Active duty Collegiates who fail to respond to counseling, or whose academic performance fails to meet the requirements of their service agreement, may be:

(1) Disenrolled from their program and transferred to active duty via Recruit Training Command (RTC). Officer candidates who fail to meet the requirements of their service agreement prior to commissioning, for any reason other than physical disqualification, will normally be required to complete recruit training and serve on active duty for the length of time as specified on the service agreement. Collegiates who are disenrolled will normally be reduced in paygrade to E3 prior to entry into recruit training.

(2) Released from active duty to complete their academic studies if within 12 months of graduation. A BDCP or HSCP Collegiate may be placed on inactive duty for failure to maintain the academic standards required in the service agreement, or if the time required to complete studies exceeds that authorized for the program. During this period, all pay and benefits will be stopped. This option allows the Collegiate to complete a degree at their own expense prior to entry into recruit training to complete their 24 months of active duty.

(3) Discharged. The type of discharge and reenlistment code will be determined by NAVCRUITCOM N315 as required by designator.

b. The individual program service agreements contain the specific disenrollment obligations and requirements.

c. Disenrollment of Chaplain Students, as IRR Collegiates, shall be managed by the Chaplain Collegiate Program Officer (CCPO), Chief of Chaplains Office.

080304. PROGRAM ACADEMIC REQUIREMENTS

a. Academic requirements must be maintained in accordance with the respective Program Authorization (PA).

b. Unless otherwise authorized by the respective NAVCRUITCOM Officer Program Director, students must be enrolled full time and take traditional courses.

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SECTION 4**MEDICAL/PHYSICAL**

080401. MEDICAL/PHYSICAL RESPONSIBILITIES/REQUIREMENTS. Active Duty Collegiates are entitled to full medical and dental benefits. IRR Collegiates, when not in an active duty status, i.e., under orders, are not entitled to any medical or dental benefits.

a. The OPO will:

(1) Ensure the Collegiate is fully briefed concerning his/her entitlements at the time of enlistment.

(2) If any problems are indicated by an Active Duty Collegiate on their semi-annual Physical Activity Risk Factor Questionnaire (PARFQ), forward required documentation (per OPNAV 6110.1) to NAVCRUITCOM (N315) via OTools. Additionally, forward all MEDDOCS through MEDWAIVE to N3M.

(3) Due to the unique geographical location of many Collegiates, develop procedures for handling medical issues locally and provide the TRICARE points of contact and package to each Collegiate.

(4) If Collegiate will attend ODS/Chaplain Basic Course, ensure that prior to commissioning, his/her physical is not over 24 months old. This is a MANMED requirement.

080402. CHANGE IN PHYSICAL STATUS

a. If a Collegiate becomes not physically qualified (NPQ), the member will be processed for medical disposition as follows:

(1) If the specific disqualifying condition has not been previously addressed through a medical consult, the NAVCRUITDIST will coordinate with the Collegiate to have an evaluation conducted by either a military or civilian physician. The objective of the evaluation will be to assess whether the condition would prohibit the Collegiate from obtaining a commission. The NAVCRUITDIST will send all appropriate documents to NAVCRUITCOM (N315) for review.

(2) If the NAVCRUITCOM (N3M) waiver is disapproved, or if no medical evidence is found to overturn the disqualifying decision, NAVCRUITCOM will contact the NAVCRUITDIST to begin the

Medical Board process for active duty Collegiates, or provide a Letter of Disenrollment for IRR Collegiates.

(3) The NAVCRUITDIST will:

(a) Initiate the Medical Board process in order to evaluate the Collegiate's "Fitness for Duty".

(b) The NAVCRUITDIST will forward a copy of the results of the medical evaluation board (the first step in the Physical Evaluation Board (PEB) process) to NAVCRUITCOM (N315), copy to the respective NAVCRUITREG.

(c) If the member is found "fit for duty" by the medical evaluation board and PEB, the medical evaluation consult will be sent to NAVCRUITCOM (N315). Collegiate Management will forward the physical package to NAVCRUITCOM (N3M) for accession medical waiver consideration.

(d) If the member is found "not fit for duty" by the medical evaluation board:

1. The NAVCRUITDIST will forward a copy of the consult and findings to NAVCRUITCOM (N315), copy to the respective NAVCRUITREG.

2. The medical evaluation board will forward the medical examination board package to the Naval Council of Personnel Boards to determine ultimate disposition.

3. The PEB will require the NAVCRUITDIST to provide information on the impact of "on the job duties", the injury, and the member's EAOS status from the respective service agreement. Once the NAVCRUITDIST forwards the information to the PEB, the review process generally takes four to eight weeks.

(e) If the member is found "not fit for duty" by the PEB, the PEB will forward the package to the NAVCRUITDIST for member's review and signature. The member will have 15 days to accept findings.

1. If the member accepts the finding, member's signature must be attached to OTools, along with the DD 214 when available. Pay will be stopped at Collegiate Management.

2. If the member does not accept the findings, the package will be processed per PEB guidelines.

(f) Upon completion, the PEB package is forwarded to PERS-823 and NAVCRUITCOM (N315), with copy to the respective NAVCRUITREG, to be processed for discharge.

b. NAVCRUITREGs will implement a tracking system to ensure the NAVCRUITDIST expeditiously completes the medical due process for each Collegiate identified as potentially "Not Physically Qualified". Timely resolution of Collegiate medical problems is essential and should not normally exceed four months. If greater than four months is expected, the NAVCRUITDIST will submit a letter (via the NAVCRUITREG) to the appropriate NAVCRUITCOM Code (N311/N313/N314) outlining the difficulties encountered and estimated timeline for final adjudication.

c. NAVCRUITREGs will provide a list of all medical/physical PEB issues monthly to NAVCRUITCOM (N315) no later than the 20th of each month.

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SECTION 5**PHYSICAL FITNESS****080501. PHYSICAL FITNESS**

a. Navy active duty Collegiates are required to comply with the Navy's Physical Fitness Assessment Program per OPNAVINST 6110.1, to include participation in the semi-annual Physical Fitness Assessment (PFA).

b. IRR Collegiates are not required to participate in the Physical Fitness Assessment (PFA) Program. Should an IRR Collegiate wish to voluntarily participate, they will complete a Hold Harmless Agreement and Release From Liability Certificate (NAVCRUIT 1100/27) prior to each physical evolution. The OPO will retain these forms in the Collegiate's folder.

c. Collegiates on active duty will:

(1) Complete a Physical Activity Risk Factor Questionnaire (PARFQ) and Physical Health Assessment SF 600 per OPNAVINST 6110.1. The DD Form 2766 will be filled out yearly with the Collegiate's TRICARE provider or military physician. Both these forms are printed out from the Physical Readiness Information Management System (PRIMS).

(2) Before every PFA cycle, fill out the PARFQ prior to participating.

(3) Complete DD Form 2766 annually during the member's birth month.

d. Active duty Collegiates who do not meet standards set forth in OPNAVINST 6110.1, or who do not meet the physical readiness requirements to report to OCS or ODS as indicated below, will be formally counseled by the NAVCRUITDIST and placed on a remedial fitness program per OPNAVINST 6110.1.

e. The Command Fitness Leader (CFL) will enter the active duty Collegiate into the PRIMS system as a member of the command.

f. Officer candidates are required to pass, at a minimum, the third Class swim test at OCS and ODS. All officer candidates are expected to be able to swim prior to reporting to OCS/ODS. Collegiates selected for OCS/ODS programs are encouraged to practice swimming prior to shipping to OCS/ODS.

080502. OCS PHYSICAL READINESS. Active duty Collegiates scheduled for OCS are required to complete the PFA with a score of Good-Low or better in each PFA area (i.e. curl-ups, push-ups and run) no earlier than 30 days and no later than 14 days prior to shipping to OCS regardless of when last PFA was administered. Scores must be uploaded into Web OTools and PRIMS within this time frame. Collegiates who do not meet these requirements will receive a warning letter from NAVCRUITCOM and will not be ordered to OCS without approval from NAVCRUITCOM (N31).

a. The OPO will ensure the results of the PFA are recorded in Physical Readiness Information Management System (PRIMS) for OCS/ODS active duty Collegiates.

SECTION 6**ADVANCEMENT****080601. NUPOC ADVANCEMENT**

a. NUPOC/NR/NPI Collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession to the NUPOC, Nuclear Power School Instructor (NPI), or Naval Reactors Engineer (NRE) programs up to the rate/paygrade of OCC/E7.

b. To initiate this advancement, the Meritorious Advancement for Referral Letter (Exhibit 080601) will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the date of enlistment for the referred member. "By direction" signatures are not authorized on this letter.

080602. BDCP ADVANCEMENT. BDCP Collegiates may be advanced up to two paygrades while in the BDCP Collegiate program, to a maximum of E5.

a. BDCP Collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any officer program. To initiate this advancement, the Meritorious Advancement for Referral Letter (Exhibit 080601) will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the date of enlistment for Collegiate referrals or the date of commission for direct referrals. "By direction" signatures are not authorized on this letter.

b. BDCP Collegiates making the Dean's List for two consecutive semesters, or three consecutive quarters, after enlisting in the Collegiate program may be advanced one rate/paygrade. They may only be advanced once for academic achievement. To initiate this advancement, transcripts, the Meritorious Advancement for Academics Letter (Exhibit 080602) and a letter from the college indicating Dean's List achievement (if not noted on transcripts) will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the first day of the month following completion of the quarter/semester.

c. Upon graduation, BDCP Collegiates will be advanced to E5. To initiate this advancement, the Advancement for Graduation (Exhibit 080602) and transcripts showing graduation

will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be date of graduation.

080603. CEC ADVANCEMENT. CEC Collegiates may be advanced via three different methods while in the CEC Collegiate program, to a maximum paygrade of E5.

a. CEC Collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any Collegiate program. To initiate this advancement, the Meritorious Advancement for Referral Letter will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the date of enlistment for the referred member. "By direction" signatures are not authorized on this letter.

b. CEC Collegiates may be advanced one paygrade one year after enlistment, providing they meet the academic requirements of their service agreement. To initiate this advancement, the One-Year CEC Advancement (NAVCRUIT 1131/210) and transcripts will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be on the one-year anniversary date of enlistment.

c. Upon graduation, CEC Collegiates will be advanced to E5. To initiate this advancement, the Advancement for Graduation (NAVCRUIT 1131/209) and transcripts showing graduation will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be date of graduation.

080604. HSCP ADVANCEMENT. HSCP Collegiates may be advanced up to one paygrade while in the HSCP Collegiate program, to a maximum of E7. Active duty enlisted applicants paygrade will be determined by NAVCRUITCOM (N314). Either of the following can result in advancement:

a. HSCP Collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any medical commissioning program. They may only be advanced one rate/paygrade for accession referral regardless the number of accessed referrals obtained. To initiate this advancement, the Meritorious Advancement for Referral Letter (Exhibit 080601) will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the date of enlistment for

Collegiate referrals or the date of commission for direct referrals. "By direction" signatures are not authorized on this letter.

b. HSCP Collegiates making the Dean's List for one semester, or two consecutive quarters, after enlisting in the Collegiate program may be advanced one rate/paygrade. They may only be advanced once for academic achievement. To initiate this advancement, transcripts, the Meritorious Advancement for Academics Letter (Exhibit 080602), and a letter from the college indicating Dean's List achievement (if not noted on transcripts) will be sent via OTools and next actioned to Collegiate Management at NAVCRUITCOM (N315). The effective date of advancement will be the first day of the month following completion of 90 semester hours or 135 quarter-hours for Bachelor Degree programs or after one semester or two quarters for Master Degree programs.

c. HSCP interns may be advanced mid-way through the successful completion of their program based on the Internship Director's and Specialty Leader's recommendations to NAVCRUITCOM (N315).

EXHIBIT 080601. MERITORIOUS ADVANCEMENT FOR REFERRAL LETTER

1400
Ser 30/
(Date)

From: Commanding Officer, Navy Recruiting District _____
To: Commander, Navy Recruiting Command

Subj: COLLEGIATE MERITORIOUS ADVANCEMENT FOR REFERRAL(S)

Ref: (a) NAVCRUITCOMINST 1131.2 (CRUITMAN-OFF)

1. OC __ (name of collegiate first middle last/last four SSN/designator) _____, a (program) _____ accession from (NAVCRUITDIST) _____, is eligible for advancement to pay grade E-____ for the referral of OC __ (name of referral first middle last/last four SSN/designator) _____, who enlisted on (date of referral enlistment) _____ in the __ (name of program) _____ program.

2. I have personally reviewed this case and certify that OC __ (name of collegiate) _____ meets the requirements of reference (a) for advancement.

3. My POC is __ (name and rank of OPO) _____ who can be reached at (OPO phone number) _____.

Commanding Officer

Copy to:
COMNAVCRUITREG _____

EXHIBIT 080602. MERITORIOUS ADVANCEMENT FOR ACADEMIC
EXCELLENCE LETTER

1400
Code
Date

From: Commanding Officer, Navy Recruiting District _____
To: Commander, Navy Recruiting Command

Subj: COLLEGIATE MERITORIOUS ADVANCEMENT FOR ACADEMIC
EXCELLENCE

Ref: (a) NAVCRUITCOMINST 1131. 2 (CRUITMAN-OFF)

1. Per reference (a), (NAME, first middle last, OF COLLEGIATE/
last four SSN/ designator), a (NAME OF PROGRAM), accession from
NAVCRUITDIST)_____, is eligible for advancement to OC/E_.
The basis for this advancement is placement on the Dean's List
for two consecutive semesters - _____ Semester 20____ and
_____Semester 20_____.

2. My Point of Contact is RANK (NAME OF OPO), who can be
reached at (TELEPHONE NUMBER).

Commanding Officer

Copy to:
COMNAVCRUITREG

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SECTION 7**COLLEGIATE LEAVE AND LIBERTY**

(THIS SECTION APPLIES TO ACTIVE DUTY PAID COLLEGIATES ONLY)

080701. LEAVE AND LIBERTY

a. MILPERSMAN 1050 provides the Navy's policy and procedures on leave and liberty. This section does not apply to Chaplain Students (1945) or IRR students.

b. The NAVCRUITDIST OPL/OP will provide to each Collegiate upon enlistment a Collegiate Status/Air Transportation/BAH and BAS Eligibility Letter (Exhibit 040503). This letter will be presented to the appropriate authority by the Collegiates along with their military identification card, as necessary, to explain their status with respect to military authority. BAH/BAS rates are determined by the servicing PSD per current instructions.

c. When Collegiates are not attending college (e.g., on an authorized break such as Christmas), they may travel anywhere in the United States in a liberty status. Prior to departing school, they will inform their recruiter of their itinerary. If leaving the geographical area of their NAVCRUITDIST, the OPO or assigned recruiter will provide the Collegiate the address and phone number of the nearest NAVCRUITDIST the Collegiate's destination.

d. Navy active duty Collegiates are eligible for U. S. Air Force, Air Mobility Command (AMC) flights when traveling in a leave status and must have an approved Leave Request/Authorization Form (NAVCOMPT 3065). Prior to being granted leave solely for travel purposes, collegiate must understand DoD 4515.13/OPNAVINST 4630.25, Air Transportation Eligibility.

e. If an active duty Collegiate desires to travel outside the United States, it will be necessary to take leave to protect their rights in the event of an accident or involvement with civil or military authorities.

(1) In accordance with SECNAVINST 5510.30, it is in the best interest of the command and the traveler to ensure travelers are fully prepared for any particular security or safety concerns that the foreign travel may introduce. Therefore, prior to granting leave outside the United States,

the NAVCRUITDIST CO will ensure that all recommendations of the U.S. State Department have been followed and all Navy Knowledge on Line (NKO) anti-terrorism classes must be completed. A list of current travel warnings can be found at:
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

(2) In addition, Collegiates are required to review the consular information sheet paying particular attention to safety and security available at:
http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html.

(3) All active duty Collegiates must inform NAVCRUITCOM (N311/N313/N314) prior to commencing foreign travel to ensure there will be no security issues or restrictions. For leave, the NAVCRUITDIST must inform NAVCRUITCOM (N313) prior to granting the leave request. For authorized travel as part of an academic program, see 080701, subparagraph f below.

f. Collegiates participating in foreign exchange or other academic programs

(1) Collegiates who are authorized to enter into "exchange" programs with foreign universities will check in with the United States Embassy or local Consulate upon arrival and departure. Since collegiates enrolled in foreign universities are not attached to a military organization in the host country, the embassy is their point of contact in case of emergencies.

(2) If the exchange program is not on the approved DCP, the NAVCRUITDIST will submit a new DCP to N315, Collegiate Management, for approval.

(3) Collegiates will submit to the NAVCRUITDIST a list of countries to be visited, embassy addresses and phone numbers prior to beginning the exchange program. Upon NAVCRUITDIST's approval of the travel, NAVCRUITDIST will issue collegiate a Travel Abroad Letter, attaching a copy in OTools and next actioning Collegiate Management (N315) at NAVCRUITCOM. The collegiate will carry this letter with them while abroad.

(4) In addition, Collegiates participating in foreign exchange programs will also review the applicable warnings and consular information sheets, paying particular attention to safety and security available at:
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html and
http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html.